

Microsoft Knowledge Base Article - 291073

HOW TO: Use the Forms Controls on a Worksheet in Excel 2002

The information in this article applies to:

- Microsoft Excel 2002

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For a Microsoft Excel 2000 version of this article, see [214262](#).

For a Microsoft Excel 98 and earlier version of this article, see [142135](#).

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SUMMARY

Microsoft Excel provides several controls for dialog sheets. You can use these controls on worksheets to help select data. For example, drop-down boxes, list boxes, spinners, and scroll bars are useful for selecting items from a list.

By adding a control to a worksheet and linking it to a cell, you can return a numeric value for the current position of the control. You can use that numeric value in conjunction with the INDEX function to select different items from the list.

The following procedures demonstrate the use of drop-down boxes, list boxes, spinners, and scroll bars. The examples use the same list, cell link, and Index function.

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To Set Up the List, Cell Link, and Index

1. In a new worksheet, type the following items in the range H1:H20:

```
H1 : Roller Skates
H2 : VCR
H3 : Desk
H4 : Mug
H5 : Car
H6 : Washing Machine
H7 : Rocket Launcher
H8 : Bike
H9 : Phone
H10: Candle
H11: Candy
```

H12: Speakers
H13: Dress
H14: Blanket
H15: Dryer
H16: Guitar
H17: Dryer
H18: Tool Set
H19: VCR
H20: Hard Disk

2. In cell A1, type the following formula:

=INDEX(H1:H20,G1,0)

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List Box Example

1. On the **Forms** toolbar, click the **List Box** button and create a list box that covers cells B2:E10.

If the **Forms** toolbar is not visible, point to **Toolbars** on the **View** menu, and then click **Forms**.
2. On the **Format** menu, click **Control**. Type the following information, and then click **OK**.
 - a. To specify the range for the list, type **H1:H20** in the **Input range** box.
 - b. To put a number value in cell G1 (depending on which item is selected in the list), type **G1** in the **Cell link** box.

NOTE: The INDEX() formula uses the value in G1 to return the proper list item.

- c. Under **Selection type**, make sure that the **Single** option is selected. Click **OK**.

NOTE: The **Multi** and **Extend** options are only useful when you are using a Microsoft Visual Basic for Applications procedure to return the values of the list. Note also that the **3-D shading** check box adds a three-dimensional look to the list box.

The list box should display the list of items. To use the list box, click any cell so that the list box is not selected. If you click an item in the list, cell G1 is updated to a number that indicates the position of the item selected in the list. The INDEX formula in cell A1 uses this number to display the item's name.

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Drop-Down Box Example

1. On the **Forms** toolbar, click the **Combo Box** button.
2. Create an object that covers cells B2:E2.
3. On the **Format** menu, click **Control** and enter the following information, and click **OK**:
 - a. To specify the range for the list, type **H1:H20** in the **Input range** box.
 - b. To put a number value in cell G1 (depending on which item is selected in the list), type **G1** in the **Cell link** box.

NOTE: The INDEX formula uses the value in G1 to return the proper list item.

- c. In the **Drop down lines** box, type **10**. This entry determines how many items will be displayed before it is necessary to use a scroll bar to view the other items.

NOTE: The **3-D shading** check box is optional; it adds a three-dimensional look to the drop-down or combo box.

The drop-down box or combo box should display the list of items. To use the drop-down box or combo box, click any cell so that the object is not selected. When you click an item in the drop-down box or combo box, cell G1 is updated to a number indicating the position in the list of the item selected. The INDEX formula in cell A1 uses this

number to display the item's name.

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Spinner Example

1. On the **Forms** toolbar, click the **Spinner** button, and create a spinner that covers cells B2:B3. Size the spinner to be about one-fourth of the width of the column.
2. On the **Format** menu, click **Control**. Enter the following information, and then click **OK**:
 - a. In the **Current value** box, type **1**.

This value initializes the spinner so the INDEX formula will point to the first item in the list.
 - b. In the **Minimum value** box, type **1**.

This value restricts the top of the spinner to the first item in the list.
 - c. In the **Maximum value** box, type **20**.

This number specifies the maximum number of entries in the list.
 - d. In the **Incremental change** box, type **1**.

This value controls how much the spinner control increments the current value.
 - e. To put a number value in cell G1 (depending on which item is selected in the list), type **G1** in the **Cell link** box.

Click any cell so that the spinner is not selected. When you click the up control or down control on the spinner, cell G1 is updated to a number indicating the current value of the spinner plus or minus the incremental change of the spinner. This number then updates the INDEX formula in cell A1 to show the next or previous item. The spinner value will not change if the current value is 1 and you click the down control or if the current value is 20 and you click the up control.

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Scroll Bar Example

1. On the **Forms** toolbar, click the **Scroll Bar** button and create a scroll bar that covers cells B2:B6 in height and is about one-fourth of the width of the column.
2. On the **Format** menu, click **Control**. Type the following information, and click **OK**:
 - a. In the **Current value** box, type **1**.

This initializes the scroll bar so the INDEX formula will point to the first item in the list.
 - b. In the **Minimum value** box, type **1**.

This value restricts the top of the scroll bar to the first item in the list.
 - c. In the **Maximum value** box, type **20**. This number specifies the maximum number of entries in the list.
 - d. In the **Incremental change** box, type **1**.

This value controls how many numbers the scroll bar control increments the current value.
 - e. In the **Page change** box, type **5**. This entry controls how much the current value will be incremented if you click inside the scroll bar on either side of the scroll box).
 - f. To put a number value in cell G1 (depending on which item is selected in the list), type **G1** in the **Cell link** box. **NOTE:** The **3-D shading** check box is optional; it adds a three-dimensional look to the scroll bar.

Click any cell so that the scroll bar is not selected. When you click the up or down control on the scroll bar, cell G1 is updated to a number indicating the current value of the scroll bar plus or minus the incremental change of the scroll bar. This number is used in the INDEX formula in cell A1 to show the item next or previous to the current item. You can also drag the scroll box to change the value or click in the scroll bar on either side of the scroll box

to increment it by 5 (the **Page change** value). The scroll bar will not change if the current value is 1, and you click the down control, or if the current value is 20, and you click the up control.

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REFERENCES

For more information about controls, click **Microsoft Excel Help** on the **Help** menu, type **types of controls and their properties** in the Office Assistant or the Answer Wizard, and then click **Search** to view the topic.

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